Memorandum

Date: July 1, 2014

To: Paul Zingg, President
   Cabinet

From: Lauri Evans, Chair
   Campus Health and Safety Committee

Subject: Campus Health and Safety Committee Annual Report 2013/14

Introduction

This report is submitted in accordance with Executive Memorandum 07-19 that directs that the Campus President and Cabinet be provided an annual Campus Health and Safety Committee report. The Committee is an advisory committee on matters of health and safety, to increase health and safety awareness among all members of the Campus community, and aid in the implementation of health and safety provisions contained in the collective bargaining agreements. The Committee will make recommendations to assist the Department of Environmental Health and Safety in achieving the University's goal of creating a safe environment that is most conducive to the mission of the University.

Campus Health and Safety Committee

Fiscal Year 2013/14 the Campus Health and Safety Committee continued to meet on a quarterly basis. During this fiscal year, the Committee addressed the following areas.

❖ Welcome New Members

In September 2013 the Committee welcomed new member Daniel Currie (SETC).

In 2013 the Committee welcomed new member Charles Turner, California Faculty Association.

❖ Review of Accidents Stats. The Director also presented a report on accident/injuries by Claims by Occupation; by Department; total hours worked, number of injuries per department; and injuries per 100,000 hours worked, and nature of injury.

❖ Review of Accidents. The Director of Environmental Health and Safety presented a summary of quarterly reported accident/injuries during the fiscal year. The summary represented injuries by department; type of accident; and first aide, medical, or informational only. The type of injuries reported are injuries to lower back, hands, shoulders, knees, arm, ankles and ergonomics. Injuries are caused by repetitive motion; improper lifting; slip, trips, and falls; and minor lacerations. Review of Accidents was newly added in December 2013 and will be a fixed agenda item.
Review of Inspections. The Director of Environmental Health and Safety presented a report on building inspections and surveys taken during the fiscal year. The report covered Langdon, Butte, Holt, Plumas, and Trinity Halls, and the Performing Arts Center. Findings were extension cords as permanent power supply; daisy chaining of power strips; surplus furniture placed in hallways/corridors; and blocking or use of door wedges at self-closing fire doors. Review of Inspections was newly added in December 2013 and will be a fixed agenda item.

A discussion regarding proper procedures for the removal of all unwanted and surplus property items followed.

- All University equipment and furniture valued at $500 or more are labeled with a black and white bar code label (S05823).
- Equipment or furniture that is deemed by the department as surplus and is property tagged, the department must complete a Property Management Transaction form (surplus, damaged, or transferred equipment). The Property Management Transaction form is also used to transfer equipment or furniture from one department to another.
- The disposition of all surplus property (property tag or no tag) must go through the Property Management office.
- If a department requires assistance in moving surplus property, a Facilities Management and Services Request form is completed.
- It is important that items designated for pick-up not be placed or left in corridors. The item(s) should only be moved to the corridor on the day they are scheduled for pick-up. Items in corridors create an obstruction to exiting, and can cause panic during an emergency evacuation of the building. This also applies to “free” items, including books and other items. Numerous regulations, including the Fire Code, prohibit the placement or storage of items, especially combustible materials, in exit corridors.

A report on building inspections and surveys taken will be discussed at each meeting.

Automated External Defibrillators (AED). As of July 31, 2014, the University has 28 Cardiac Science PowerHeart G3 Plus Automatic Defibrillators and one Zoll AED Plus (Version 6.24), most of which are at publically accessible locations throughout the campus.

Of these units, there are five (5) AED’s in University Police Patrol vehicles; Acker Gymnasium Main Lobby; AS Recycling Center, Cherry Street; Athletics Department (Travel Unit); Bell Memorial Union Convention Center; Butte Hall Lobby; College of Agriculture (Farm); Holt Hall First Floor; Holt Hall School of Nursing; Kendall Hall First Floor; Laxson Auditorium Lobby; Meriam Library First Floor; Nettleton Stadium Ticket Booth; Performing Art Center; Student Services Center First Floor; Student Health Center; Tehama Hall First Floor; Yolo Hall Main Lobby; Wildcat Recreation Center (Lifeguard office, Front Desk, Second Floor; and Facilities Management and Services Administration Office.

In August 2013 two (2) AED’s and cabinets were received at placed at Meriam Library, first floor outside Room 114, and Student Services Center, first floor elevator lobby.

In October 2013 two (2) AED units were purchased for Facilities Management and Services.

Review of Daily Attire. The Director of Environmental Health and Safety worked closely with the Department of Human Resources on two memorandums that address daily attire for
many areas at the University. One addresses “Lab Workers and Others” and the second memorandum addresses “Custodians, Grounds, Trades, and Electricians.”

California OSHA addresses daily attire in the General Industry Safety Orders, Section 3383(b), which in part states, “Clothing appropriate for the work being done shall be worn.”

The publication “Prudent Practices in the Laboratory” produced by the National Research Council, has become an industry standard, and is widely recognized by OSHA as detailing acceptable practices.

The Department of Human Resources forwarded the memorandums to the Office of the Chancellor, who then forwarded them to the Unions. The CSUEU requested a “Meet and Confer” meeting for clarification and modification to the Trades memorandum, which has been completed and forwarded to the Chancellors Office. The CFA also requested a Meet and Confer, but had no significant issues with the memorandums.

- Luis Caraballo, Director of Facilities Management and Services, was invited to report on the Building Score Card program and distributed to the Committee a sample of a “Facility Report” for Butte Hall.

The proposed Building Report will be broken down by quarter, then by fiscal year; a picture of the building; provide information on the construction date and type; facility size; number of floors; roof type; HVAC system; elevators; work order activity report for the fiscal year; project activity for the fiscal year; and energy usage such as water and electricity.

The energy usage will show electricity (kWh) consumed and dollar costs by fiscal year quarter.

Mr. Caraballo stated water usage could possibly be added to the report showing water consumed and dollar costs for the fiscal year.

- Pedestrian Traffic on Second Street. In September 2013, the Committee addressed a concern received by an employee who was crossing Second Street from the northwest (PAC) to the southwest corner (new parking structure), a vehicle was turning from Normal Street (south side of the intersection) to travel west on Second Street, and nearly struck the employee. The employee may have appeared to be in the drivers blind spot, or the driver failed to see the pedestrian. An EHS staff member advised she had experienced the same near miss situation on more than one occasion.

The Chief of Police and Director of Environmental Health and Safety meet with the City of Chico to have the traffic lights on a slight delay from the “Walk” signal; allowing pedestrians to walk across the street prior to the vehicle. This could greatly reduce this type of accident. The City made the change to the signal lights that same day. To-date there have been no additional concerns voiced to EHS.

- At the beginning of each year the Department of Environmental Health and Safety announces to the Campus Community that nominations are being accepted for the Staff Safety Award. In May 2014, the Committee selected David Bata for creating a safer environment and assisted a student and faculty member in getting medical treatment that was needed.

“Mr. Barta maintains a flawless safety record for shop usage since he was hired 9-years ago. In David’s safety demonstrations he instructs and educates students and faculty with the most
current industry standards for technical work environments, in the safe handling of potentially harmful materials such as solvents and machinery and tools to create beautiful, meaningful, and significant pieces of art. For this the Department has a zero injury record.

In addition, Mr. Barta’s quick response on several occasions has helped save a life. A student had passed out and struck his head on the floor. Mr. Barta immediately called Paramedics; however, the student refused to go to the hospital. Mr. Barta stayed with the student noticing that something was wrong. Mr. Barta decided to call the Paramedics back to the scene. This time the student was transported to the Hospital and required immediate surgery.

In another incident, a Faculty member was feeling dizzy. Mr. Barta’s response and decision to ask the Faculty member a few questions determined that medical assistance was needed and Paramedics were called. The Instructor had developed a life threatening condition that required immediate medical attention.”

- OSHA Inspection and Violations. The Director of Environmental Health and Safety reported to the Committee that the University received a Citation and Notification of Penalty for the Physical Science Building and the Injury Illness Prevention Program. On February 17, 2014, Mr. Pratt posted at the site a copy of the violation where it is readily observable by employees.

Citation 1, Item 1, is for the Illness Prevention Program and states:

The Safety Committee was not in compliance:
   a. Half of the members did not attend the meetings from January 2012 to July 2013;
   b. Facility/Department inspections were not reviewed as required; and
   c. Injury and illness investigations were not reviewed as required.

Citation 1, Item 2, is for the Physical Science Building and states:

2. “Rain water has for years and continues to intrude/leak through the roof of the Physical Science Building into the offices and classrooms. Instead of finding and correcting the intrusion, the employer has installed troughs, pans, buckets, and hoses above the false ceilings to catch the water that continues to cause mold.”

  “Semi-annual plus department inspections in the Physical Science building were not done as required. No records for 2012 and 2013 were available when requested in September 2013.”

On February 18, 2014, Mr. Pratt sent a Letter of Appeal to Cal/OSHA appealing Citation 1, Item 1a and 1b and Item 2.

Citation 1, Items 1a and 1b - In 2011 the Committee Chair sent a letter of invitation to the unrepresented units, with no responses. Also, when a member notifies the Committee they are no longer able to fulfill their obligation as a unit representative on the Committee, the representative is asked to inform the Committee Chair of the name of the new representative.

Citation 1, Item 2, is being appealed. The University has had outside consultants submit structural calculations and preliminary evaluations of the roof; FMS has made extensive repairs to the roof; a reroof project; and testing provided no evidence of mold.

Mr. Pratt advised that the “Review of Accidents” and “Review of Inspections” will be a permanent agenda item to be reported and discussed at each meeting.
Globally Harmonized System (GHS). The Director of Environmental Health and Safety reported to the Committee that OSHA has passed several changes to the Hazard Communication Standard which is to be phased in over the next few years. The HazCom Standard covers the labeling of chemical containers and the Material Safety Data Sheets. The updated regulation is referred to as Globally Harmonized System or GHS, which will standardize chemical labeling and MSDS’s.

The first compliance deadline was December 1, 2013. By this date, all employees who work with chemicals must have received training on the new standard. To meet the training requirements, the Department of Environmental Health and Safety, in conjunction with Cal Poly Pomona’s EHS Department, has developed an on-line training module that will be assigned to those employees who are currently required to complete Hazard Communication (Hazcom) training. Due to the phased in aspect of the new regulations, there will be multiple labeling systems present in the near future. Consequently, employees will be required to complete the new training titled “Hazard Communication 2013.” This training is comprised of an introduction, the new Hazcom training module, and the current Hazcom module. The training takes employees approximately 45-minutes to complete. The training was assigned to employees in mid-October to allow completion of the training prior to the December 1st deadline.

EHS hosted a workshop on May 30, 2013, where the requirements of the regulations, the Campus implementation plan, and some current labeling software and hardware options will be presented. Academic Departments will have the additional requirement of training students in their respective areas.

The second requirement will be for the University to ensure that all chemical containers are labeled with the appropriate GHS-Hazcom labels. While newly purchased chemicals will soon be shipped with the new labels, chemicals already in stock, which do not meet the new criteria, will be required to be re-labeled within the next couple of years, if they are not used or disposed of prior to the applicable deadlines.

Change to Portal Page. Mr. Pratt advised there has been additional information added to the Portal page. Once you are logged in there is a new tab “Campus Safety.” The page has three sections “Important Safety Information” (Emergency Notification System, Campus Public Safety Messages, and Active Shooter Training Video); “The University Police” (Blue Light Phones and Campus Connection); and “Emergency Preparedness” (Emergency Response Guide, Automatic External Defibrillator Locations, Emergency Preparedness Information Home, and Environmental Health and Safety).